



CITY OF HOUSTON

Job Posting

Applications accepted	ALL PERSONS INTERESTED
Job Classification	ADMINISTRATIVE ASSOCIATE
Posting Number	PN# 107453
Department	Health & Human Services Department
Division	Office of Surveillance and PH Preparedness
Section	Bureau of Epidemiology
Reporting Location	8000 N. Stadium Dr.
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
	*Subject to change

DESCRIPTION OF DUTIES

Performs professional administrative tasks related to the implementation of policies and procedures in the assigned department.

CORE FUNCTIONS

- Compiles data for use in a variety of reports, surveys, inventories and studies.
- Composes, edits and types correspondence, speeches, reports, directives, etc.
- Maintains, prepares, revises and disseminates department rules, regulations, policies, procedures and other pertinent reference information.
- Assists in department budget preparation and monitoring.
- Assists in planning and implementing department sponsored activities and programs.
- Coordinates special projects and conducts field investigations to evaluate project progress. Provides technical guidance and assistance to clerical staff. Performs other duties as requested.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

No experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies, and procedures.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUND POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 13  
\$824- \$1105 Biweekly \$21,424 - \$28,730 Annually

OPENING DATE

November 9, 2005

CLOSING DATE

November 15, 2005

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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